

From: Sonntag, Patricia
To: Werner, Robert; Moran, Gloria; Shewmake, Kenneth
Cc: Christian, Doretha; Mueller, Brian; Chambers, Carlene
Subject: PP+ Amendment needed for Falcon Refinery (TR2) -- Special Account with negative balance
Date: Friday, February 21, 2014 1:33:09 PM

Falcon Refinery (06MC) TR2 special account is in the negative. **Pls amend your PP+ to reflect charges to Appropriation code "TR2B" and site/project code ending in "00" for below pay period charges. We need to clear the negative balance for this account as soon as possible.**

Future payroll charges should be to 06MC00 TR2B.

Remember, only five timecards can be amended each PP+. Pls let me, your timekeeper, and supervisor know when amendments are made.

Employee Name	FY Pay Period	APPN	Change APPN to	End Date	Site/Project	Chg Site/Project to	Site Name	Program Code	Total Hours
WERNER, ROBERT	201405	TR2	TR2B	11/30/2013	06MCNS00		FALCON REFINERY	501EC7	36.25
WERNER, ROBERT	201406	TR2	TR2B	12/14/2013	06MCNS00		FALCON REFINERY	501EC7	50
WERNER, ROBERT	201407	TR2	TR2B	12/28/2013	06MCNS00		FALCON REFINERY	501EC7	30
WERNER, ROBERT	201408	TR2	TR2B	1/11/2014	06MCNS00		FALCON REFINERY	501EC7	0.5
MORAN, GLORIA	201409	TR2	TR2B	1/25/2014	06MCNG02	06MCNG00	FALCON REFINERY	501EC7	11
WERNER, ROBERT	201409	TR2	TR2B	1/25/2014	06MCNS00		FALCON REFINERY	501EC7	2.5
SHEWMAKE, KENNETH	201410	TR2	TR2B	2/8/2014	06MCAC02	06MCAC00	FALCON REFINERY	303DD2	35.75
MORAN, GLORIA	201410	TR2	TR2B	2/8/2014	06MCNG02	06MCNG00	FALCON REFINERY	501EC7	3

Thanks,

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